

Department of Administration
MEMORANDUM

To: Department Directors and Chief Financial Officers

From: Peter S. Corr, Associate Director/Purchasing Agent, Division of Purchases

Date: March 28, 2002

Subject: **ANNUAL DEADLINE FOR OPEN MARKET PURCHASES TO BE DELIVERED
IN CURRENT FISCAL YEAR**

This letter is to advise you that the standard April 1 deadline for open market purchases to be bid, awarded, delivered, and paid for during any fiscal year has been extended to April 8 for the current year. To eliminate FY02 encumbrances on requisitions which will be unfulfilled, all open market requisitions received after April 8, 2002, using FY 02 dollars will be electronically cancelled by the Division of Purchases and returned to agencies with the following exceptions:

- Expenditures financed with bond funds or cap funds or other sources of funds where there are multiple-year “roll-up” budgets
- Requisitions with acceptable written justifications for exception where the Division of Purchases can meet the delivery deadline.

Agencies will be able to clone the cancelled FY 02 requisitions and change the accounting to FY 03 dollars once the FY 03 accounts are available.

Please share this information as soon as possible with appropriate members of your staff.

Thank you for your cooperation.

cc: Rosemary Booth-Gallogly
Lawrence C. Franklin, Jr.